



State of Delaware Administrative Office of the Courts

Contract Spanish Court Interpreter New Castle County

The Administrative Office of the Courts (“AOC”) seeks to engage an independent contractor to provide Spanish/English Interpretation Services for no greater than 35 hours per week. These services will be provided to litigants in New Castle County through attendance and participation in high-volume calendars in the New Castle County Family Court and Court of Common Pleas. The selected independent contractor may be required to perform other duties as needed and as may be specified in the professional services agreement. The contract will be available on or about July 1, 2019, and will extend through June 30, 2020. The annual contract amount is \$60,000, which will be prorated and paid on a monthly basis. The contract may be renewed for another year at the discretion of the AOC. Candidates must have the following qualifications:

Eligibility: Eligible applicants are court interpreters who have passed the written and Spanish performance oral exams of the National Center for State Courts administered by the Delaware AOC or other state member of the Council for Language Access Coordinators, or Court Interpreters who possess Certification from the Administrative Office of the United States Courts.

Education: High School Diploma or GED.

Experience: Three years of experience providing interpreting services as a Certified freelance or staff Spanish court interpreter.

Interested individuals should submit a cover letter and resume **no later than May 10, 2019** by any one of the formats listed below prior to the closing date stated on this announcement:

1. Send your cover letter and resume as an email attachment with the words “Contract Spanish Interpreter” in the subject line to apps.aoc@delaware.gov (**preferred method**)
2. Fax your cover letter and resume to: (302) 255-2217, Attention: Human Resources
3. Mail your cover letter and resume to:

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